

**SECRET**  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140024-6  
REPORTS INVENTORY

DD/S/OTR/ISS - 5

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE OF REPORT  
☒ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

Reports Inventory

3. FUNCTIONAL AREA  
PERSONNEL TRAINING  
LOGISTICS SECURITY  
MEDICAL FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED  
1

5. FREQUENCY (weekly, monthly, quarterly, etc.)  
Annual

6. DISTRIBUTION (No. of components not number of copies)  
1

7. FORMAT (memorandum, form computer print-out, etc)  
Form 142

8. ADP PROCESSING  
YES IF YES GIVE ADP PROCESSING NO.  
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT  
DD/S 70-3600 28 Aug 1970

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Branches of ISS

6

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	12.80		5		64.00		1		64.00
13	9.10		1		9.10		1		9.10
11	6.50		36		234.00		1		234.00
10	5.80		1		5.80		1		5.80
9	5.70		1		5.70		1		5.70
8	4.90		9		44.10		1		44.10
7	4.50		8		36.00		1		36.00

### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$398.70

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To determine the cost of required routine reports.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE Reduced costs are anticipated once base is established.	30	\$196.00
DISCONTINUE		

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

9 OCT 1970

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Chief, Instructional Support Staff

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